



CITY OF ROWLETT

Department of Human Resources
4002 Main Street
Rowlett, TX 75088
(972) 412-6197
<http://www.rowlett.com>



An equal opportunity employer

INVITES APPLICANTS FOR THE POSITION OF:

DEPUTY FIRE MARSHAL

SALARY RANGE

\$57,664.31 - \$73,571.99

(dependent upon qualifications)

OPENING DATE: 07/29/2016

CLOSING DATE: 08/17/2016 at 11:59PM

DESCRIPTION:

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

The Deputy Fire Marshal is responsible for managing and directing fire cause/origin and arson investigations for the Fire Marshal's Office (FMO). The position is also responsible for the enforcement of fire code through the performance of life safety code inspections and plans review in commercial occupancies. Occasionally performs residential life safety inspections and home care inspections. Participates in public education and fire prevention activities as assigned. Assists the Assistant Fire Chief in the performance of professional standards investigations and background investigations within the Fire Department. Manages National Fire Incident Reporting System (NFIRS) data and associated reports. Assists the Fire Marshal in other prevention functions as needed. Other duties may include interfacing with other city employees, participating in emergency management functions and assisting citizens. The position manages investigators and inspectors as assigned.

ESSENTIAL JOB FUNCTIONS:

Inspects businesses for compliance with fire codes and fire regulations, including hospitals, daycare centers, nursing homes, foster homes, all businesses in general? reviews new building plans for new construction. Inspects businesses on complaints of fire hazard. Assists with coordination activities with other departments and agencies? meets regularly with other agencies, businesses, attorneys, inspectors and experts.

Performs related duties and special projects as assigned. Educates the public concerning fire hazards, safety, prevention and demonstration of proper use of fire equipment. Counsels children and juveniles who have problems with fire? works with various community organizations. Researches laws and information to develop ordinances. Maintains certification through training.

Investigates to determine fire origin including searches through burned buildings and vehicles. Supervises the collection and preservation of evidence for analysis and use in possible criminal cases. Photographs the scene of a fire during suppression and investigation, interviews witnesses, interrogates suspects. Confers with other investigators, insurance adjusters, meets with the media, coordinates with agencies, takes statements and writes reports, obtains and serves subpoenas, arrests suspects. Gives depositions or testimony in court for criminal and civil cases. Supervises other fire investigative personnel.

Performs internal professional standards investigations. Reviews complaints and conducts personnel investigations and ensures that all internal investigations adhere to applicable state and federal laws. Interviews complainants to identify personnel being accused and to obtain facts concerning complaints. Interviews accused to obtain responses to complaints. Collects and preserves evidence including interviews, and physical evidence. Conducts investigations to establish facts supporting complainant or accused, using supportive information from witnesses or tangible evidence. Submits reports to Fire Chief for review. Conducts background checks for new hires.

Functions as TCOLE Agency Training Coordinator for the Fire Marshal's Office. Maintains and ensures accuracy in TCLEDDS and local training databases and personnel records. Manages training curricula for personnel including annual firearms qualifications, interagency training with Rowlett PD, mandatory courses and in service training? identifies training needs, creates and executes training plans and prospectus.

Assists the Assistant Fire in managing National Fire Incident Reporting System (NFIRS) and associated data and reports. Assists Assistant Fire Chief in ensuring report completion with assistance from operational personnel. Assists the Assistant Fire Chief with submittal of NFIRS

data to state per mandated schedule. Provides custom reports and data sets to Fire Chief, Fire Command Staff and City Staff.

MINIMUM REQUIREMENTS:

Associate's degree from an accredited university in Fire Science, Public Administration or a closely related field. Five (5) years of experience with a paid Fire Department or law enforcement agency, two (2) years of which must have been as a Fire Inspector or higher, or an equivalent combination of education and experience.

Texas Commission on Fire Protection (TCFP) certification as an Intermediate Firefighter, Intermediate Fire Inspector, and Intermediate Arson Investigator. Texas Commission on Law Enforcement (TCOLE) Intermediate Peace Officer. Certification or experience as a Professional Standards Investigator (Administrative Investigator) is preferred but not required.

Must be at least 21 years or older; must not have any felony convictions or disqualifying criminal histories within the past seven years; must be a U.S. citizen; must be able to read and write the English language; must be of good moral character and of temperate and industrious habits. Must be in compliance with applicable local or state legislation.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment. Extensive knowledge of building, electrical, mechanical and fire codes. Extensive knowledge of federal, state and local criminal and civil laws and codes as they relate to fire investigation, fire suppression and inspections. Extensive knowledge of inspection techniques. Working knowledge of fire suppression techniques and equipment. Working knowledge of first aid. Working knowledge of firefighting tactics, oil fire control and hydraulics. Ability to conduct internal professional standards and background investigations in accordance with applicable state and federal laws. Ability to effectively apply standard fire prevention techniques. Ability to act effectively in emergency and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively, orally and in writing. Ability to establish effective working relationships with employees, other agencies and the general public.

OTHER REQUIREMENTS:

Valid Class 'C' Texas driver's license. (NOTE: A Class 'B' (non-CDL) is preferred but not required.) Must have and maintain a good driving record in accordance with the driver standards as established by the City of Rowlett. Must report all traffic citations to his/her departmental

Director or his/her designee within two working days of receipt.

Must be at least 21 years or older; must not have any felony convictions or disqualifying criminal histories within the past seven years; must be a U.S. citizen; must be able to read and write the English language; must be of good moral character and of temperate and industrious habits. Must be in compliance with applicable local or state legislation.

Successful candidate must pass a criminal background check and is subject to periodic background checks. Subject to be on-call for special projects during non-working hours.